

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR BUYER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Senior Buyer is the second level in a three level Purchasing series. Incumbents are responsible for performing complex procurement solicitations and awards and serving as a lead worker to Buyer staff.

The Senior Buyer is distinguished from the Buyer by its responsibility for leading and directing subordinate team members by assisting, training, and serving as a technical resource, preparing reports, and performing administrative tasks. The Senior Buyer is distinguished from the Supervising Buyer, which has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Serves as a lead worker to other team members, which includes: assisting, training, and serving as a technical resource	Daily 10%
2.	Provides advice and direction to internal departments regarding purchasing procedures and guidelines, including issues associated with bidding processes.	Daily 10%
3.	Completes and processes requisitions and places orders with vendors and issues Emergency Purchase Orders.	Daily 5%
4.	Researches and locates sources of supply; performs price and cost analyses; evaluates quality and suitability of supplies and materials.	Daily 5%
5.	Writes, or reviews formal bid specifications, including Requests for Proposals to ensure proper verbiage and compliance with applicable laws and policies.	Weekly 35%
6.	Coordinates formal bid processes for complex projects, which may include making award recommendations on formal bids and Requests for Proposals.	Weekly 20%
7.	Corresponds with vendors regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; reviews and approves change orders.	Weekly 5%
8.	Monitors existing Requirements Contracts for expiration and renewal	As Required
9.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Associate's Degree in related field and two years experience as a buyer with a governmental agency or large business is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Two additional years of qualifying experience may be substituted for the required education.

Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Purchasing principles, methods and procedures;
- Specification writing techniques;
- Evaluation supplies and materials;
- Analytical methods and techniques;
- Purchase acquisition methods and procedures;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations.

Skills (position requirements at entry):

Skill in:

- Training employees in proper work methods
- Prioritizing and assigning work
- Using computers and applicable software applications
- Evaluating supplies and materials
- Analyzing product costs
- Performing value analysis
- Procuring materials and supplies
- Coordinating formal and informal bid processes and requests for proposals
- Negotiating and price adjustments for Requirements Contacts
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008